STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

WEBGRANTS
GRANTS MANAGEMENT SYSTEM

https://dpsgrants.dps.mo.gov

EXTERNAL USER
MANUAL

June 2021

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Introduction

The WebGrants grants management software was introduced by the Missouri Department of Public Safety in January 2011.

WebGrants is a web-based computer program that supports the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director or State Emergency Management Agency.

- New organizations (new agencies; not referring to new people) must first refer to the *Registration* section of this manual to enroll their organization and to personally obtain a User ID and Password.

- Once a User ID and Password are obtained, users should refer to the *Login* section of this manual.

- Users unsure of their User ID and/or Password should refer to the *Forgot User ID* and *Forgot Password* sections of this manual for instructions on how to retrieve user information.

- Users needing to update contact information for themselves and/or their associated organization(s) should send notification of a change(s) through the Correspondence component of the applicable grant(s), but please review the instructions provided on the Correspondence component screen as some grant programs require notification in a prescribed format. If your agency does not have an active grant with the MO Department of Public Safety and thus cannot submit notification via the Correspondence component, please email dpswebgrants@dps.mo.gov and include the information that needs changed or call (573) 751-4905 to speak to a grant staff member to request the change.

- Additional users associated with a registered organization should be 'added' by an existing registered user rather than registering on the login page. By completing the registration form on the login page, the user is re-registering the already registered organization - this is not appropriate. Refer to the *My Profile, Add Additional Registered Users* section of this manual to add additional users.

- Users searching for grants available from the Missouri Department of Public Safety should refer to the *Funding Opportunities* section of this manual.

- Users searching for a grant application that has previously been started and/or submitted (or to determine if a grant application has ever been started and/or submitted by the organization) should refer to the *My Applications* section of this manual.

- Users searching for a grant that has been awarded (or to determine if a grant has ever been awarded to the organization) should refer to the *My Grants* section of this manual.

A. Registration

The Registration area of the login page is for purposes of adding new organizations (new agencies; not referring to new people) that have not yet been added to WebGrants.

NOTE: IF THE ORGANIZATION HAS ALREADY BEEN ADDED, THIS AREA SHOULD NOT BE USED. Instead, individuals not yet registered and associated to their registered organization should be added to the existing organization as detailed in the *My Profile, Add Additional Registered Users* section of this manual.

1. Click the *Register Here* link on the login page.

2. Complete all required fields, and as many optional fields as possible, on the Registration Form. The red asterisk (*) indicates a required field.

    Personal Information: users should register themselves as their position applies to the organization/agency in which they are associated

- Name/Title – individual's name title (e.g. Mr., Ms., Dr., Sheriff, Deputy Sheriff, Chief, Lt., Sgt., Officer, etc.) to be used for salutations
- Name/First Name – individual's first name
- Name/Last Name – individual's last name
- Job Title – individual's job title within the organization for which they are registering
- Email – individual's email address that will be checked regularly
- Confirm Email – re-enter the email address previously provided

NOTE: The following lines regarding addresses will differ for all individuals. Some addresses are simple while others are more complex. Multiple lines have been provided for individuals that have complex addresses, such as having a PO Box and a street address or having a building name, room number, or suite number. Each line is not required, however, so avoid providing repetitive information.

- Mailing Address – the address used by the US Postal Service – this may be a PO Box or a physical street address, whichever is applicable
- Street Address 1 – (this is not a required field) – if a PO Box was provided on the mailing address line, please provide the physical street address here, but if the physical street address was provided on the mailing address line, this field may not be necessary
- Street Address 2 – (this is not a required field) – provide additional information here, if applicable
- City – city associated with the mailing address
- State – state associated with the mailing address
- Postal Code/Zip – zip code associated with the mailing address
- Phone – telephone number at which the individual can be reached during business hours
- Phone Ext – (this is not a required field) the individual's telephone extension, where applicable – if the telephone number is a direct line and an extension is not applicable, just leave this field blank
- Fax – facsimile number at which the individual can be reached during business hours

Organization Information: users should register their associated organization

- Applicant Agency – agency associated with the registered user. Non-profit, for-profit, and faith-based organizations should enter their legal name. Units of government should enter their unit of state or local government followed by a comma and the project agency.
  Example #1: Cole County Sheriff's Office = Cole County, Sheriff's Office
  Example #2: Cole County Prosecutor's Office = Cole County, Prosecutor's Office
  Example #3: Clay County Park Rangers = Clay County, Park Rangers
  Example #4: Callaway County Juvenile Office = Callaway County, Juvenile Office
  Example #5: Jefferson City Police Department = Jefferson City, Police Department
  Example #6: Missouri State Highway Patrol Crime Lab = Missouri State Highway Patrol, Crime Lab
  Example #6: Audrain County Emergency Management Agency = Audrain County, Emergency Management Agency
  Example #7: Jackson County Drug Task Force = Jackson County, Drug Task Force

  NOTE: The manner in which this reads is that the Missouri Department of Public Safety (DPS) is contracting with the unit of government on behalf of the specified project agency. DPS is still entering into a contract with the unit of government and will be disbursing all grant funds to the unit of government, but for purposes of registration and separation/confidentiality of

grant records, the project agency must be identified. This allows units of government with multiple divisions/departments/projects to maintain an organizational profile for each of the divisions/departments/projects but with potentially different registered users for each division/department/project.

- Organization Type – select from the drop down list of 1) Non-Profit, 2) Government, 3) For Profit, 4) Faith Based, or 5) Individual
- Federal Tax ID # - 9-digit number of the non-profit, unit of government, for-profit, or faith-based organization
- DUNS # - DUNS stands for Data Universal Numbering System; a DUNS number is a unique 9-digit number sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask your grant administrator, chief financial officer, or authorizing official of your organization to identify the applicant agency's DUNS number. If your organization does not know its DUNS number or needs to register for one, visit http://www.dnb.com/.
- SAM/CCR CAGE Code – SAM stands for System for Award Management and is a Federal Government owned and operated free website that centralizes information about grant recipients. Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application and (2) continue to maintain an active SAM registration with current information at all times during which it has an active award. To register in SAM or to renew or update an existing SAM registration, visit https://www.sam.gov. Upon successful registration with SAM, the applicant organization will be assigned a unique 5 character CAGE Code consisting of numbers and letters. (Prior to SAM, the Federal government utilized CCR. CCR stood for Central Contractor Registration. Upon successful registration with CCR, the applicant organization was assigned a unique 5 character CAGE/NCAGE sequence consisting of numbers and letters.) Obtaining a SAM CAGE code is a free activity but organizations must renew a SAM registration every 12 months. Ask your grant administrator, chief financial officer, or authorizing official of your organization to identify the applicant agency's SAM CAGE code. If your organization does not know its SAM CAGE code or needs to register for one, visit https://www.sam.gov.
- SAM/CCR Valid Until Date – (this is not a required field and may be left blank, but should be entered if a SAM/CCR Code is provided) the date the aforementioned SAM/CCR Registration is valid until; enter format as mm/dd/yyyy or select from the date picker. SAM registrations are only effective for 12 months. To renew or update a SAM registration, visit https://www.sam.gov.
- Organization Website – (this is not a required field) the applicant agency's website, where available

NOTE: The following lines regarding addresses will differ for organizations. Some addresses are simple while others are more complex. Multiple lines have been provided for organizations that have complex addresses. Each line is not required, however, so avoid filling in repetitive information.

- Mailing Address – the address used by the US Postal Service – this may be a PO Box or a physical street address, whichever is applicable. This address should correspond to the address registered to the DUNS Number and/or CCR Registration identified above.
- Street Address 1 – (this is not a required field) – if a PO Box was provided on the mailing address line, please provide the physical street address here, but if the physical street address was provided on the mailing address line, this field may not be necessary. Where applicable, this address should

also correspond to the address registered to the DUNS Number and/or CCR Registration identified above.

- Street Address 2 – (this is not a required field) – provide additional information here, if applicable
- City – city associated with the mailing address
- State/Providence – state associated with the mailing address
- Postal Code/Zip – zip code associated with the mailing address
- +4 – postal code/zip 4-digit extension for the mailing address identified above; if unknown, search the USPS Zip Code Lookup website at https://tools.usps.com/go/ZipLookupAction!input.action
- County – select from the drop down list of Missouri counties
- Congressional District – select from the drop down list of Missouri congressional districts
- Phone – main/general telephone number for the applicant agency
- Ext – (this is not a required field) the applicant agency's telephone extension, where applicable – if the telephone number is a direct line and an extension is not applicable, just leave this field blank
- Fax – the applicant agency's main facsimile number

Verify Submission: users should check "I'm not a robot" to proceed with the captcha security

3. Click the **Register** link (either at the top of the page or the bottom of the page) when completed.

👤 Help

📖 *Register*

Register

Personal Information

Name:*
[Title] [First Name] [Last Name]

Job Title:* [   ]

Email:* [   ]

Confirm Email* [   ]

Mailing Address:* [   ]
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1: [   ]
If a PO Box is entered above, enter the street address here. Do not repeat the mailing address.

Street Address 2: [   ]

* [City] [Missouri ▾] [Postal Code/Zip]
City   State/Province   Postal Code/Zip

Phone:* [   ] [   ]
Ext.

Fax:* [   ]

Organization Information

Applicant Agency:* [   ]

Organization Type:* [▾]

Federal Tax ID#:* [   ]
9 digits (no hyphen)

DUNS #:* [   ]
9-digit number

SAM/CCR CAGE Code: [   ] [   ] 📅
Valid Until Date

Organization Website: [   ]

Mailing Address:* [   ]
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1: [   ]
If a PO Box is entered above, enter the street address here. Do not repeat the mailing address.

Street Address 2: [   ]

City* [City] [Missouri ▾] [Postal Code/Zip] [+ 4]
City   State/Province   Postal Code/Zip   + 4

County:* [▾]

Congressional District:*
| 01 ▲ |
| 02 |
| 03 ▾ |
| 04 |
Hold "CTRL" to add additional districts

Phone:* [   ] [   ]
Ext.

Fax:* [   ]

Verify Submission   ☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Register

4. Once the registration has been submitted, a confirmation screen will be displayed.

Missouri Department of Public Safety

Help

Register

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is confirmed, you will receive an email notification with a user id and password. Then return to the log in screen.

After you log in for the first time, please reset your password.
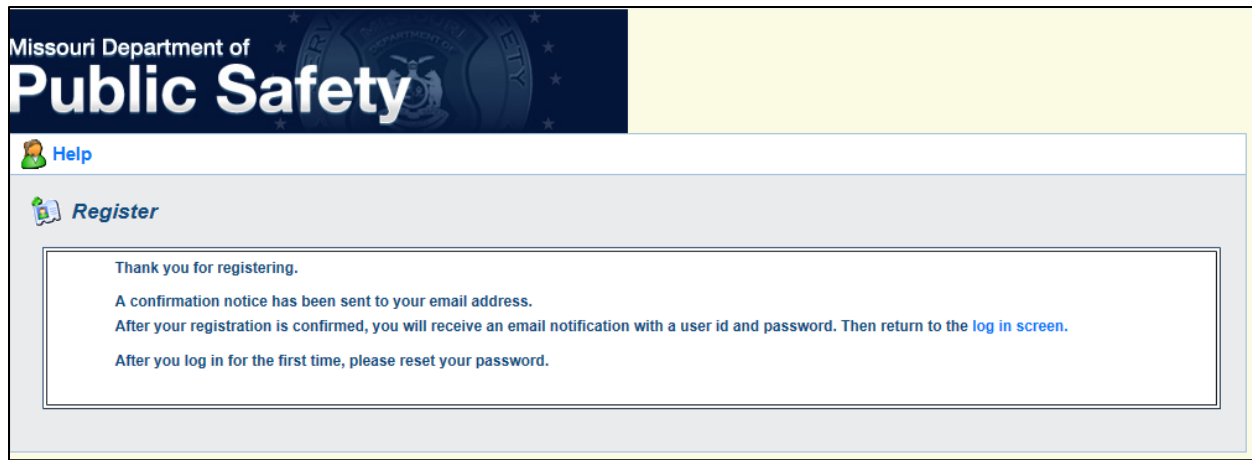
5. The new user will also receive a confirmation email indicating they have successfully submitted their registration request.

6. The Missouri Department of Public Safety will be notified that a new registration request has been submitted. Please allow 1 – 10 business days for registration requests to be validated and approved.

   NOTE: If a registration request is still pending after 10 business days, please contact the Missouri Department of Public Safety by email at dpswebgrants@dps.mo.gov or by phone at (573) 751-4905.

7. If the registration is approved, the user's active User ID and Password will be sent to the email provided on the registration form. If the registration is not approved, the user will receive an email indicating the reason for denial.

B. Log In

The *Log In* area of the login page is for users that have an approved WebGrants registration.

1. Enter the system-assigned User ID and Password and click the *Log In* button.

C. Forgot User ID

The *Log In* area of the login page is for users that have an approved WebGrants registration. However, if you have forgotten or misplaced your login information, this area will also assist you in retrieving such information.

1. If you have forgotten or misplaced your User ID, click the *Forgot User Id?* link on the login page.

2. Enter your Email Address in the displayed form and click the *Submit* button.

3. If the email address matches a record in the database, your User ID will be emailed to you.

    NOTE: If you are unsuccessful in retrieving your User ID using these steps, please email dpswebgrants@dps.mo.gov or call (573) 751-4905 and the Missouri Department of Public Safety will be able to assist you, following verification of the requestor.

D. Forgot Password

The *Log In* area of the login page is for users that have an approved WebGrants registration. However, if you have forgotten or misplaced your login information, this area will also assist you in retrieving such information.

1. If you have forgotten or misplaced your password, click the *Forgot Password?* link on the login page.

2. Enter your User ID and Email Address in the displayed form and click the *Submit* button.

3. If the information matches a record in the database, your User ID and Password will be emailed to you.

   NOTE: If you are unsuccessful in retrieving your Password using these steps, please email dpswebgrants@dps.mo.gov or call (573) 751-4905 and the Missouri Department of Public Safety will be able to assist you, following verification of the requestor.

E. Announcements

This area of the login page lists any announcements from the Missouri Department of Public Safety.

NOTE: From time to time, the WebGrants system will be scheduled for maintenance or will experience technical issues. When these occur, the Missouri Department of Public Safety will advertise them in the *Announcements* section. Therefore, users are encouraged to review this area prior to login to ensure there are no existing problems or outages that may interrupt the user's ability to login to and/or navigate within WebGrants. In addition, a copy of this WebGrants External User Manual is available from the *Announcements* section. As the manual is updated, it will be made available to users via this area.

F. System Compatibility

This area of the login page lists the current browsers and operating systems that are compatible with the WebGrants system. This page will be updated, as applicable, with the availability of new browsers or operating systems.

Main Menu

The *Main Menu* is the first screen a user sees after logging into WebGrants. The user will see a minimum of five modules. These five modules will contain information relative to their associated organization(s).

NOTE: Users that participate in grant reviews for a unit within the Missouri Department of Public Safety will see up to three additional modules: 1) Reviewer Instructions, 2) Conflicts of Interest, and 3) My Reviews. These additional modules are not discussed in this external user manual.
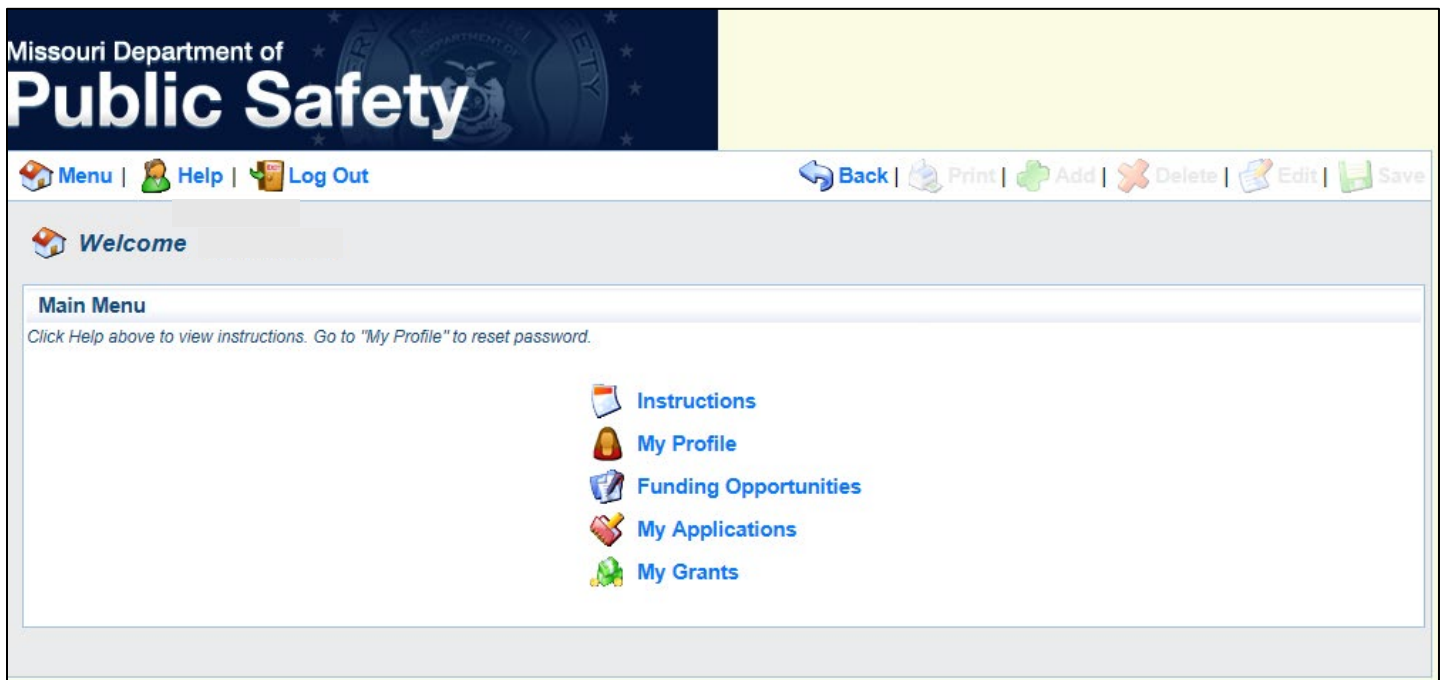
WebGrants Toolbar:

The following commands are the standard options that will appear on every screen of the WebGrants system. Some options will not be available on all screens and will consequently be grayed out.

- The *Menu* button will always return the user to the Main Menu screen.
- The *Help* button will provide information and instructions pertaining to the screen, where available.
- The *Log Out* button will return you to the login screen.
- The *Back* button will return you to the previous screen. Use only the *Back* button while in WebGrants. Do NOT use the internet browser's back arrow. You may lose changes if you use the internet browser's back arrow.
- The *Print* button will print the displayed information in a printer-friendly format, where applicable.
- The *Add* button will allow the user to include lines within a grid-style form (e.g. budget, other attachments, etc.), where applicable.
- The *Delete* button will allow the user to delete a line within a grid-style form (e.g. budget, other attachments, etc.), where applicable.
- The *Edit* button will allow the user to "open up" a form to enter text or to make changes to previously entered text, where applicable.
- The *Save* button will allow the user to save changes to a form (so long as all required fields are completed), where applicable.

A. Instructions

This module of WebGrants displays system information for all external users. It is primarily a navigational aid that informs the external user how WebGrants works and how to use the various modules and commands.

1. On the *Main Menu*, click the *Instructions* module.
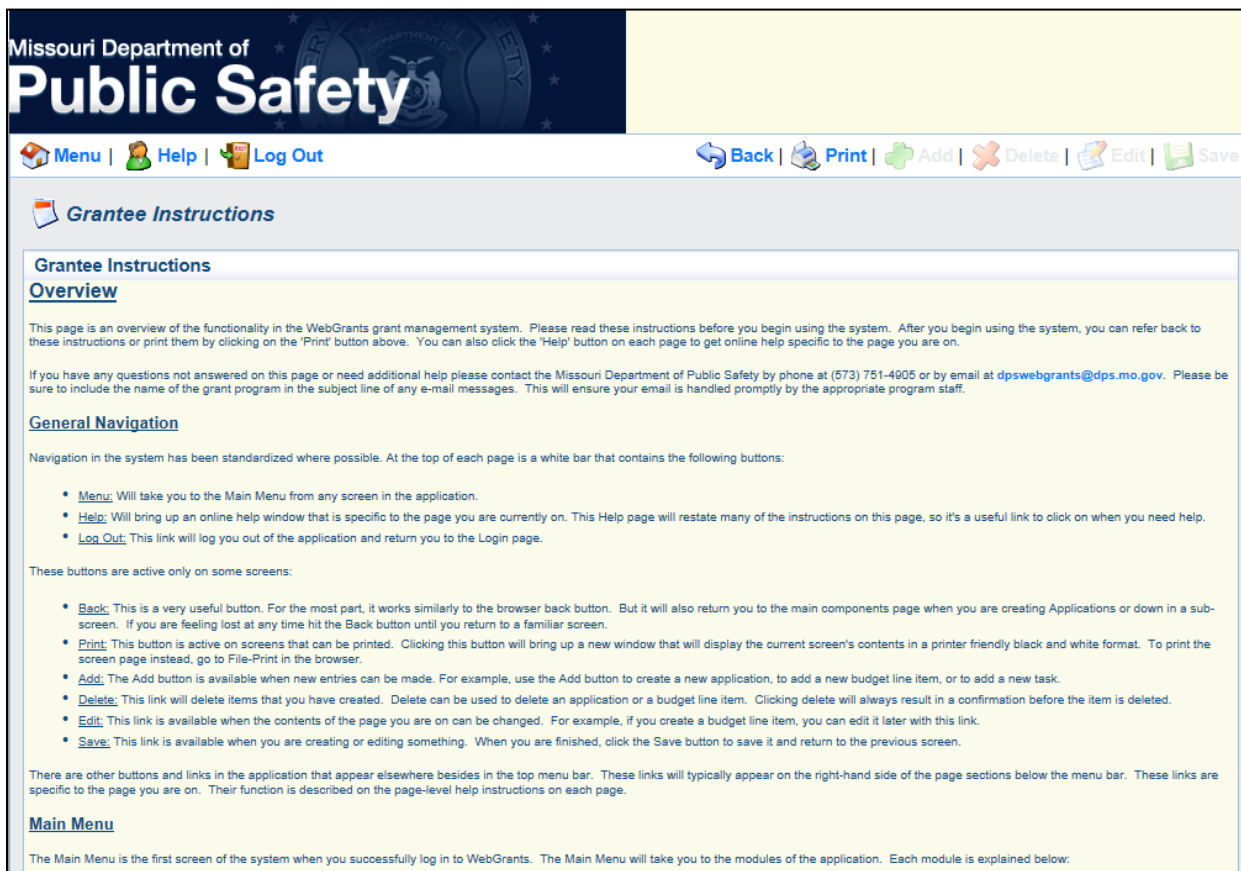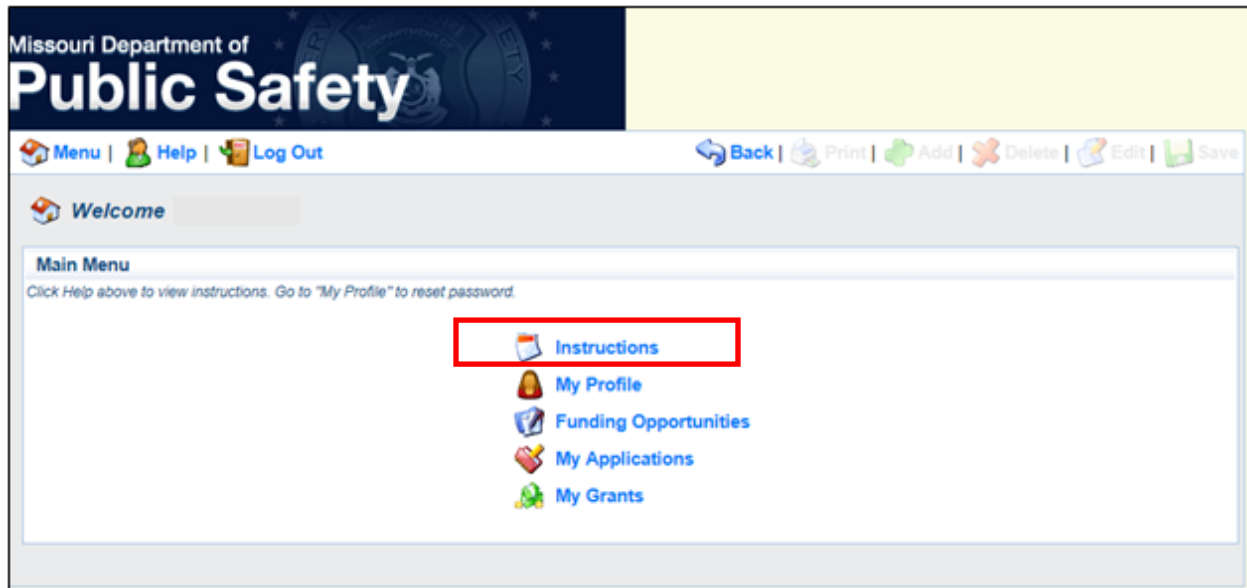
B. My Profile

This module of WebGrants displays the user's profile information and associated organization(s) information.
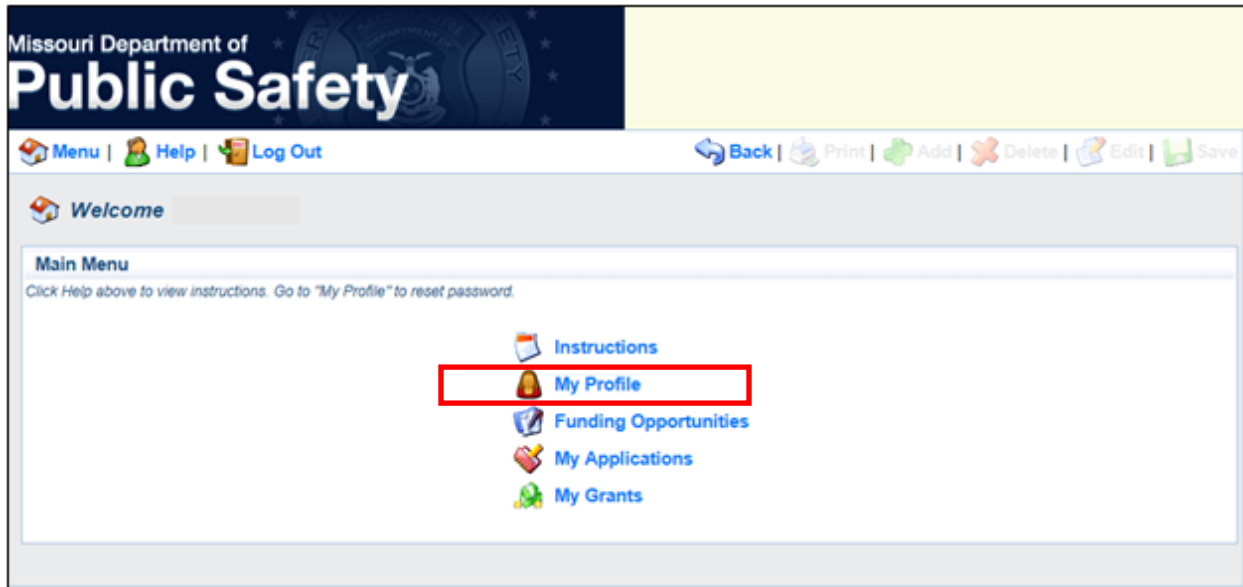
The *My Profile* module allows the user to access the following information:

- alert history

The *My Profile* module also allows the user to perform the following maintenance tasks:

- create new alerts
- reset password
- edit contact information
- edit organization information
- add additional registered users to organization
- remove registered users from organization

    NOTE: Before exercising the remove registered users feature, please refer to page 27 of this manual for further instructions and information. While the user has the ability to remove registered users from their organization, users are asked NOT to exercise this feature.

1. Alert History

This area of the **My Profile** module displays every alert ever sent to the <u>current</u> email address on record for the user.

A. On the **Main Menu**, click the **My Profile** module.

B. Click **Alert History** to view previously sent alerts.

The user can access the most recent 2500 alerts from the **Current System Alerts** page or historical alerts beyond the first 2500 from the **System Alerts History** page.

2. My Alerts

This area of the *My Profile* module allows the user to create as many alerts as desired.

NOTE: The user will automatically be setup to receive system-generated alerts and may not desire to create additional, special alerts.

A. On the *Main Menu*, click the *My Profile* module.

B. Click *My Alerts* to create personal alerts.

C. Click the *Add* button on the toolbar to create a personal alert.

D. Set the desired alert settings and message.

E. Select the *Save* button on the toolbar when completed.

3. Reset Password

This area of the *My Profile* module allows the user to reset his/her password (as often as desired).

A. On the *Main Menu*, click the *My Profile* module.

B. Click *Reset Password* to change your password.

C. Enter your new password and click the *Save* button on the toolbar to save your changes.

NOTE: Passwords must contain a minimum of 6 characters (at least one of these characters must be a number).

4. Add Registered Users

This area of the *My Profile* module allows the user to add additional registered users for the organization.

A. On the *Main Menu*, click the *My Profile* module.

B. Click the *Name* from the *Associated Organization* table.

C. Click the *Add* button from the *Registered Users* table of the *Organization Information* screen to add additional users for the organization.

My Profile

BaseLine Organization

Feel free to edit your profile any time your information changes.

Organization Information

Applicant Agency: *	BaseLine Organization
Organization Type: *	Non-Profit
Federal Tax ID#: *	446000582 9 digits (no hyphen)
DUNS #: *	123456789 9-digit number
SAM/CCR CAGE Code:	34564 10/31/2013 Valid Until Date
Organization Website:	www.baselineorg.com
Mailing Address: *	578 Main St. Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.
Street Address 1:	1st Floor If a PO Box is entered above, enter the street address here. Do not repeat the mailing address.
Street Address 2:	
City *	Stonesville Virginia 84111 0000 City State/Province Postal Code/Zip + 4
County: *	Cooper
Congressional District: *	02 Hold "CTRL" to add additional districts
Phone: *	456-538-8700 Ext.
Fax: *	801-538-8887

Last Edited By: TEST TEST, 08/06/2019

Registered Users   (Add)

The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process.

| Name	Email	Phone	City	State	Remove
Heather Haslag	Heather.Haslag@dps.mo.gov	573-751-1318	Jefferson City	Missouri	Remove
Tena Malone	tena.malone@dullestech.com	515-249-9139	Leesburg	Virginia	Remove
Audit OVC	CVSU@dps.mp.gov	573-526-9945	JC	Missouri	Remove
Theresa Stiles	theresa.stiles@dps.mo.gov	573-301-2023	Jefferson City	Missouri	Remove
TEST TEST	dpswebgrants@dps.mo.gov	243-534-5356	St Louis	Missouri	Remove
Cassie Tester	cassie.neer@dullestech.com	123-123-1234	Test	Missouri	Remove
Tester2 Tester2	dpswebgrants@dps.mo.gov	573-751-4905	Jefferson City	Missouri	Remove

D. Complete all required fields, and as many optional fields as possible, on the registration form to add the additional registered user. Click the **Save** button on the toolbar to save the changes.

E. The new registered user will receive a system-generated email with their *User ID* and *Password*.

NOTE: By adding users through this method, their registration will <u>not</u> be subjected to approval by the Missouri Department of Public Safety, thus making the process quicker. <u>However, the Missouri Department of Public Safety is not notified when a new user is added to an organization's profile. Therefore, if the organization has an existing, underway grant, the organization should contact their appropriate DPS Internal Contact to ensure the new user is added to any applicable contact lists.</u> Adding users to the organization's profile does not automatically enroll the new user to receive system-generated alerts. Adding users to the organization's profile merely gives them a login and ability to navigate the system.

5. Remove Registered Users

This area of the *My Profile* module allows the user to remove registered users from an organization.

NOTE: While the user has the ability to remove registered users from their organization, users are asked NOT to exercise this feature! If the organization has an existing, underway grant, the organization should contact their appropriate DPS Internal Contact to request the user be removed from the organization and from any applicable contact lists. If the organization does not have an existing, underway grant, the organization should contact the Missouri Department of Public Safety by email at dpswebgrants@dps.mo.gov or by phone at (573) 751-4905 to request the user be removed from the organization.

C. Funding Opportunities

This module of WebGrants displays all available funding opportunities receiving applications offered by the Missouri Department of Public Safety for the following five units: 1) Criminal Justice/Law Enforcement (CJ/LE) Unit, 2) Crime Victims Services (CVSU) Unit, 3) Juvenile Justice (JJ) Unit, 4) Office of Homeland Security (OHS), and 5) State Emergency Management Agency (SEMA).

1. Search for a Funding Opportunity

External users are able to search for and review funding opportunities at any time. Only funding opportunities accepting applications will display, but each of these posted funding opportunities will provide important and relative information and resources. Exploring the funding opportunities allows an organization to determine if the funding opportunity is appropriate for its needs.

A. On the **Main Menu**, click the **Funding Opportunities** module.
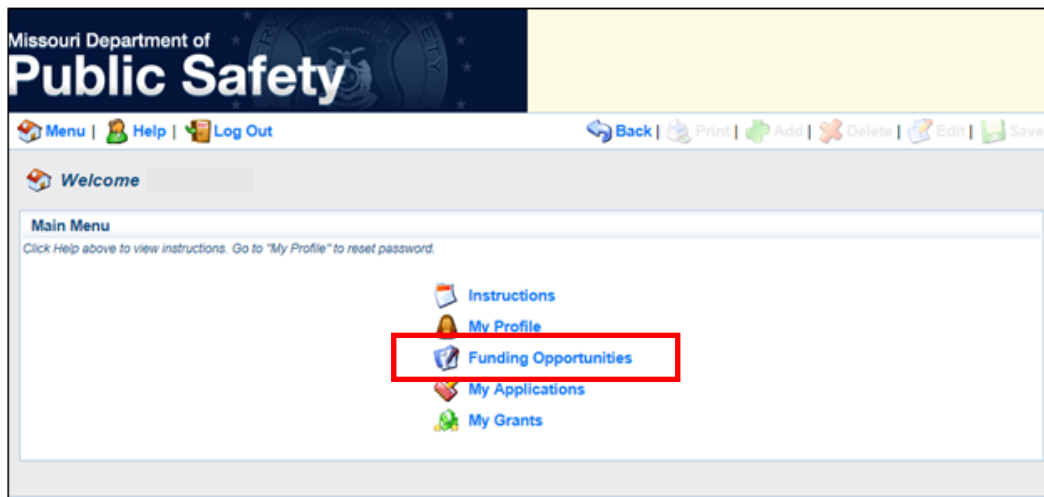
B. The **Current Funding Opportunities** screen will display all active and open funding opportunities receiving applications posted by the Missouri Department of Public Safety, including the application deadline. Click on a program listed in **Opportunity Title** column to view information about the funding opportunity and/or to start an application.

C. Once a funding opportunity is selected, this screen will display further information regarding the particular funding opportunity and will allow the user to initiate an application.

Missouri Department of
Public Safety

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
	No existing applications	

Opportunity Details   Copy Existing Application | Start a New Application

91489-2019 MCLUP

Missouri Crime Laboratory Upgrade Program (MCLUP)
Application Deadline: 04/19/2018 5:00 PM

Award Amount Range:	Not Applicable	Program Officer:	Heather Haslag
Project Start Date:	06/01/2018	Phone:	573-751-1318 x
Project End Date:	05/31/2019	Email:	Heather.Haslag@dps.mo.gov
Award Announcement Date:			
Maximum Status Report Approval Levels			
CFDA Number:	N/A		

> The first section of this screen will provide the program name, application deadline, award range (if applicable), project period dates, contact information, and CFDA number (if applicable).

Description

OVERVIEW:

The Missouri Crime Laboratory Upgrade Program (MCLUP) utilizes funds from the State Forensic Laboratory Account.

The goal of the MCLUP Program is to provide financial assistance to defray expenses of crime laboratories. Funds are distributed to the crime laboratories serving the courts in Missouri making analysis of a controlled substance or analysis of blood, breath, or urine in relations to court proceedings.

FUNDING ALLOCATION:

Funds are appropriated and collected pursuant to Section 488.029 RSMo, which requires a surcharge of $150 be assessed and collected in all criminal cases for any violation of drug offenses (formerly Chapter 195, RSMo) in which a crime lab makes analysis of a controlled substance. These fees are deposited in the State Forensic Laboratory Account.

In addition, pursuant to Section 595.045 RSMo, which created the "Crime Victims' Compensation Fund", a surcharge of $7.50 shall be assessed as costs in each court proceeding filed in any court in the state in all criminal cases including violations of any court ordinance or any violation of criminal or traffic laws of the state. An annual deposit of $250,000 is made to the State Forensic Laboratory Account from these fees. Any remaining funds are utilized by the Crime Victims Compensation program or the State Services to Victims Fund (SSVF) program administered by the Missouri Department of Public Safety.

The sum of the drug (formerly Chapter 195 RSMo) collection fees and the Crime Victim Compensation Fund annual deposit are divided amongst the eligible crime laboratories based on calculations established by the Missouri Association of Crime Laboratory Directors (MACLD).

ELIGIBLE APPLICANTS:

Only crime laboratories that serve the courts of Missouri, making analysis of a controlled substance or analysis of blood, breath, or urine in relation to a court proceeding are eligible for the MCLUP Program.

To serve the courts of Missouri, the crime laboratory must be accredited to the standards of ISO/IEC 17025.

The applicant agency for the crime laboratory must be its respective unit of state or local government.

LOCAL MATCH REQUIREMENT:

The MCLUP Program has no local match requirement.

> The second section of this screen will provide general information regarding the specific funding opportunity.

Attachments

Click on the File Name to open attachment

Description	File Name	File Size
2019 MCLUP Certified Assurances	2019 MCLUP Certified Assurances.pdf	197 KB
2019 MCLUP Solicitation	2019 MCLUP Solicitation.pdf	2.1 MB
WebGrants How-To-Apply Manual	WebGrants - Grantee Application Manual (Nov 2011).pdf	4.0 MB

> The third section of this screen will have any necessary documents attached pertaining to the funding opportunity.

Website Links

Click on the URL to go to website

URL	Description
https://dps.mo.gov/dir/programs/cjle/mclup.php	MO Department of Public Safety - MCLUP Webpage

> The fourth section of this screen will provide any applicable website links pertaining to the funding opportunity.

2. Start a New Application

The **Start a New Application** feature is intended for organizations that have never applied for the selected program area and/or wish to start a new application (with no existing information pre-populated).

A. On the **Main Menu**, click the **Funding Opportunities** module.

B. Select the funding opportunity from the **Opportunity Title** column.

C. To initiate an application for the selected funding opportunity, click **Start a New Application**.

D. The first component of the application is the **General Information** form. This form is standard for all funding opportunities and must be completed before an application can be initiated. Complete each of the required fields and click the **Save** button on the toolbar when completed.

NOTE: Form and field instructions are provided throughout WebGrants, but applicants are strongly encouraged to refer to the program area's Solicitation or Notice of Funding Opportunity for additional detailed instructions and applicable examples to aid in the completion of each of the application forms.

E. Once the ***General Information*** form is saved, you will be returned to the read only view of the form. Click the ***Edit*** button on the toolbar to make changes to this form or click ***Go to Application Forms*** to be returned to the ***Application Forms*** screen.

F. The ***Application Forms*** screen will list each form that comprises the funding opportunity's application. Each form must be completed and ***Marked Complete*** prior to submission.

NOTE: Multiple users can work on a single application at one time so long as they are not editing the same form at the same time.

3. Copy an Existing Application

The *Copy an Existing Application* feature is intended for organizations that have applied for the selected program area in the past and wish to start a new application with information pre-populated from a previous application. This feature decreases the amount of information that must be entered by the applicant, but the feature requires a great deal of review by the applicant to ensure the copied information is still current and relevant to the application form.

NOTE: If the Missouri Department of Public Safety creates a new application form or a new version of an existing application form for the funding opportunity, the *Copy an Existing Application* feature will not populate the new form (or new version of the form). The *Copy an Existing Application* feature only works if an application is copied from and to the same program area and only for forms that are reused year-to-year. Therefore, while the *Copy an Existing Application* feature can still work; not every application form may populate depending on how the funding opportunity was established.

A. On the *Main Menu*, click the *Funding Opportunities* module.

B. Select the funding opportunity from the *Opportunity Title* column.

C. To copy a previously created application for the selected Funding Opportunity, click *Copy Existing Application*.

D. Select the application you wish to copy by clicking the radio button in the *Copy* column. Click *Save* when completed.

NOTE: Applicants must select from the same program area for this feature to be successful. The system will not disallow an applicant from selecting, for example, to copy an application from the Crime Victim Services Unit to the Deputy Sheriff Salary Supplementation Fund (DSSSF), but the copied application will not populate with the appropriate information.

E. Once an existing application is copied, you will be returned to the *Application Forms* screen, which will list each form that comprises the funding opportunity's application. Each form must be reviewed, updated, and *Marked Complete* prior to submission. Multiple users can work on the application at one time as long as they are not editing the same form at the same time.

NOTE: With a copied application, the *General Information* application form will auto-populate and be *Marked Complete*. Applicants are strongly encouraged to review this form to ensure the copied information is still current and relevant to the application.

4. Complete an Application

A. Continue from the previous instructions, or on the **Main Menu**, click the **My Applications** module and select the appropriate application.

B. The **Application Forms** screen will outline each form that must be completed in order to submit an application to the Missouri Department of Public Safety.

NOTE: The application forms vary among the grant programs and funding opportunities. The following screenshot is merely an example.

The **Complete** column will track your progress of completing each application form. Each form must be **Marked Complete** before the application can be submitted.

NOTE: Application forms which have been _Marked Complete_ may still be edited at any time until the application is submitted. Once the application is submitted though, it is locked.

The **Last Edited** column will track your changes while completing each application form. If you have marked a form complete, you may still reopen and edit the form until the application is submitted. If you reopen and edit a form, the **Last Edited** column will update accordingly.

C. To open an application form, click on the form link in the **Form Name** column.

D. To complete an application form, click the **Edit** button or the **Add** button on the toolbar, or just begin typing if already in the edit mode. Each component is a little different depending on the type of form. When the entire form is completed, click the **Save** button on the toolbar.

E. Once the form is saved and reviewed for accuracy, click **Mark as Complete**. This command will return you to the **Application Forms** screen to continue.

5. Preview an Application

A. Continue from the previous instructions, or on the **Main Menu**, click the **My Applications** module and select the appropriate application.

B. While on the **Application Forms** screen, the **Application Details** command will display a print preview copy of your application.

C. Click the **Print** button on the toolbar or the **Print to PDF** command in the screen toolbar to obtain a print preview format of your application.

D. Click the **Go to Application Forms** command to return to the previous **Application Forms** screen.

6. Submit an Application

A. Continue from the previous instructions, or on the **Main Menu**, click the **My Applications** module and select the appropriate application.

B. If all information is correct after previewing all application components and all application components are marked complete, click the **Submit** command.

NOTE: You will NOT be able to make any changes to the application after submission. You must contact the Missouri Department of Public Safety and request your application be unlocked.

C. Once the application is submitted, WebGrants will display a confirmation screen. The individual listed as the **Primary Contact** on the **General Information** form will also receive a confirmation email.

7. Withdraw an Application

A. Continue from the previous instructions, or on the **Main Menu**, click the **My Applications** module and select the appropriate application.

B. While on the **Application Forms** screen, the **Withdraw** command will allow you to withdraw an application.

NOTE: An application that has been started but will not be submitted does not need to be withdrawn, but the applicant will continue to receive system-generated alerts from WebGrants reminding of the application deadline if the application is not withdrawn from consideration.

C. Enter a reason to withdraw the application in the **Withdraw Notes** text box and click the **Save** button on the toolbar.

D. My Applications

This module of WebGrants displays all previously initiated and/or submitted applications by your organization.

A. On the *Main Menu*, click the *My Applications* module.
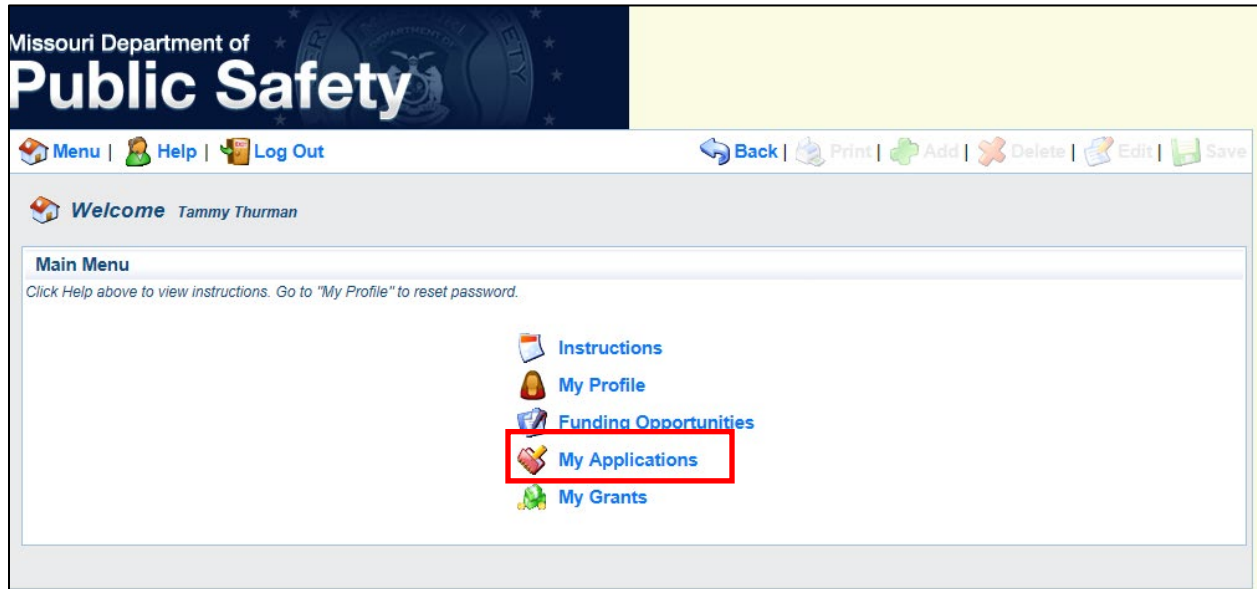
B. The Current Applications screen will display applications with the status *Editing*, *Submitted*, *Under Review*, *Correcting*, and *Approved*. To view an application, click on the application in the *Project Title* column.

C. The *Archived Applications* screen will display applications with the status *Editing*, *Withdrawn*, *Awarded*, and *Not Awarded*. To view an application, click on the application in the *Project Title* column.

E. My Grants

This module of WebGrants displays all grants awarded to your organization and allows access to Claims that have been created but not yet submitted.

A. On the *Main Menu*, click the *My Grants* module.
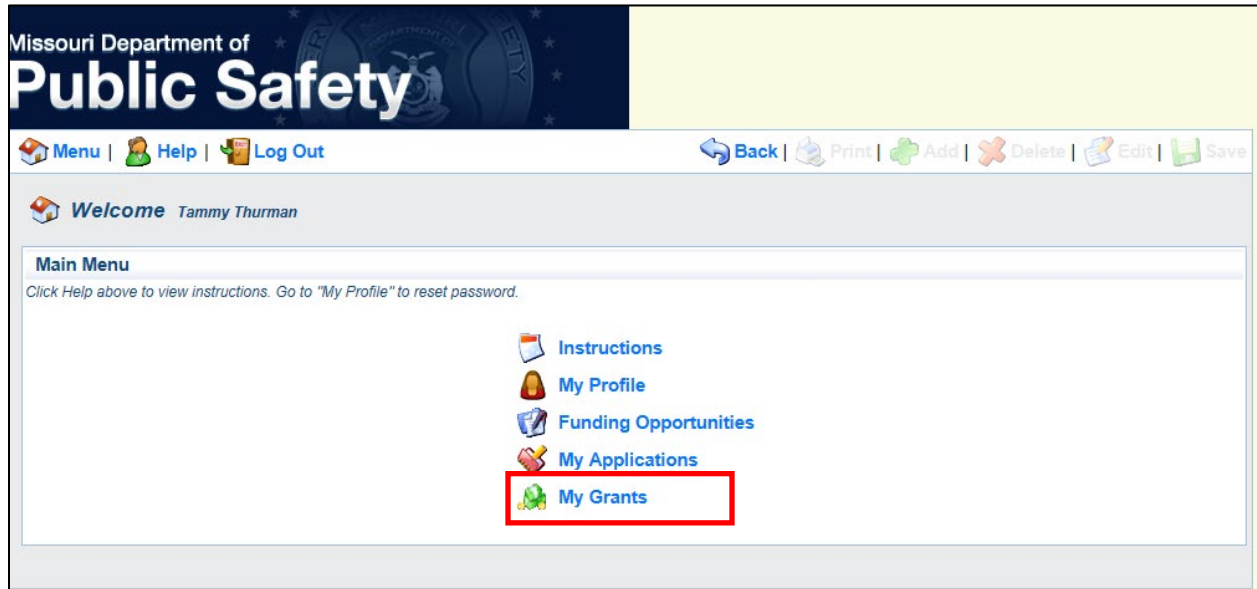
B. The *Current Grants* screen will display grants with the status *Awarded*, *Underway*, and *Suspended*. To view a grant, click on the grant in the *Title* column.

C. The *Closed Grants* screen will display grants with the status *Closed* or *Archived*. To view a grant, click on the grant in the *Title* column.

D. The *Claims* command will display Claims that have been started but not yet submitted. This is a quick way for users assigned financial reporting responsibilities of an awarded grant to access Claims they have started but not yet submitted. To view a Claim, click on the report in the *Claim Number* column.